

## John Smith

1234 Elm Street ■ Anytown, ST 00000 ■ (123) 456-7890 ■ j\_smith@email.com

---

January 25, 2002

Ms. Sally Wilson, Director  
Acme Recruiting Services  
123 Elm Street  
Anytown, ST 12345

Dear Ms. Wilson:

I am an experienced project manager / senior project manager who can make a major contribution as an e-commerce developer. I have developed websites for major clients, such as Yahoo!, C/Net, Martha Stewart, Adidas, Royal Caribbean Cruise Lines, Express Auto Parts, as well as many smaller clients and Internet start-ups. My experience includes:

- Managing teams of developers ranging from 5 to 42
- Complete responsibility for P & L, strategic management, and operations methodology
- Managing target revenues between \$2 million and \$10 million

I am currently self-employed and have been doing independent consulting and e-commerce development on my own for the past 16 months. My most recent project has been for (name of website). For them, I developed a database and e-commerce engine that resulted in a three-fold increase in customer orders.

My formal education includes a B.S. in Marketing. I am interested in joining a fast-paced technology firm with a strong potential for future growth opportunities. I am interested in both full-time and contract positions.

My preference is to live in the San Francisco area. Although negotiable, and depending upon location and other factors, you should know that in recent years my compensation has been in the range of \$75,000 to \$90,000.

Enclosed is a résumé that summarizes my experience. Should my qualifications match the needs of one of your clients, I would appreciate any consideration you could give me. Thank you for your time.

Sincerely,

**JOHN SMITH**

John Smith

enclosure